

Sample Chapter Constitution and By-Laws

Instructions:

1. Leave formatting as it is.
2. Replace all red text with proposed new chapter text, then convert to black font.
3. Read and consider all notes and instructions in bright blue text and take action as appropriate. Convert any additions to black text, then delete the blue text.
4. Remove "Appendix B/ Sample Constitution and By-Laws" and this instructions box.
5. Save the finished document as STATE_GreekLetter_CBL.doc or .docx. (e.g., GEORGIA_Epsilon_CBL.doc).



Alpha Epsilon Delta

The Health Preprofessional Honor Society

Name of College of University (Proposed) Constitution

Please note that your chapter constitution must meet the minimum requirements of the national constitution (available on-line) and can have no conflicts with the national constitution. Should there be a conflict based on school policy, please contact the national office.

ARTICLE I – NAME, OBJECT, MOTTO, INSIGNIA

Section 1 The name of this Chapter shall be (State and Greek Name – assigned by the National Office), Chapter of Alpha Epsilon Delta. It shall function as a Health Preprofessional Honor Society.

Section 2 State and Greek Name, Chapter of Alpha Epsilon Delta, shall abide by the objectives of the Society:

- (a) To encourage excellence in scholarship.
- (b) To stimulate an appreciation of the importance of health preprofessional education.
- (c) To promote cooperation and contact between professional and preprofessional students and educators.
- (d) To bind together students with similar interests.
- (e) To use its knowledge in the service of health organizations, charities, and the community.

- Section 3** The motto is incorporated in the name: *Alpha Epsilon Delta – Truth I Pursue*. This motto shall be observed and honored by members of this Chapter.
- Section 4**
- (a) The insignia of this society will be honored and respected by this Chapter. The insignia of this Society consists of the following trademarked components:
 - (b) A hexagon key or pin, on the face of which shall be inscribed *AED* in longitudinal column. The shape, reminiscent of the benzene ring, indicates the marked learning of this order toward the study of organic chemistry.
 - (c) A Coat of Arms consisting of the: *Crest*: An open book debruised by a death's head above a wreath of the colors. *Arms*: A silver shield bearing a black caduceus below a red Greek cross. The shield is surmounted by an esquire's helmet and draped with a mantling of scroll work. *Motto*: *Alpha Epsilon Delta* in upper and lower case Greek letters.
 - (d) A Seal consisting of a benzene ring surrounded by a paneled border containing the words: "*Alpha Epsilon Delta* Founded in 1926."
 - (e) A cloth patch bearing the Coat-of-Arms of this Society.
- Section 5** The Chapter acknowledges that the colors of *Alpha Epsilon Delta* shall be red and violet, representing the ends of the visible light spectrum.
- Section 6** The Chapter acknowledges that the flower of Alpha Epsilon Delta shall be the red rose.

ARTICLE II - MEMBERSHIP

- Section 1** **State and Greek Name**, Chapter of Alpha Epsilon Delta, shall consist of the following categories of membership duly selected by the Chapter as prescribed by the National Constitution and By-Laws of Alpha Epsilon Delta and registered with the National Office.
- (a) Active student members must meet the requirements detailed in Article II, Section 2, and become alumnus members upon graduation. Only active members enjoy full privileges and are allowed to vote.
 - (b) Active alumnus members are AED alumni who continue to be involved in the activities of the Society, particularly of a local chapter. Alumni members do not have voting privileges.
 - (c) Honorary members are those educational and/or professional practitioners whom the Chapter wishes to honor with AED membership for their services and contribution to AED and health preprofessional education. Honorary members shall enjoy full privileges of active membership. To become effective, the National Officers must approve the election of honorary members.
- Section 2** Requirements for Members

Active Student Members:

- (a) The student shall be engaged in courses leading to the study of their chosen health profession. The student shall have completed at least three semesters or five quarters of health preprofessional studies work with an overall cumulative grade average of at least 3.30 on a 4.0 scale (A = 4.00) and also with at least a 3.30 cumulative grade point average in the sciences – biology, chemistry, physics, and mathematics.
- (b) Any student with an overall science (BCPM) and overall cumulative grade point average of 3.30 on a 4.0 scale (A = 4.00) for at least two semesters or three quarters transferring from another school will be eligible for membership after the completion of one semester at **Name of College or University**. The grade point averages used to determine scholastic eligibility at **Name of College or University** will be determined by averaging all grades from all accredited schools attended.
- (c) Active members shall regularly provide health-related service to the community.
- (d) Members shall be selected without any discrimination on the basis of race, sex, religion, creed or national origin.

Affiliate Student Members:

- (a) Students who are not eligible for National membership may be invited to become affiliate members.
- (b) Affiliate members are expected to apply for National membership upon attaining eligibility.
- (c) Affiliate members do not enjoy full membership privileges; affiliate members may not vote, apply for scholarships, or hold the officer positions of President, Vice President, Secretary, or Treasurer.
- (d) The selection criteria for associate members to become new members are defined in Article II, Section 2.

[A chapter is not required to have affiliate/associate members. If your chapter decides to not offer affiliate memberships, remove this section.](#)

- Section 3** The Membership Record Form (MRF) and National Membership fee for each initiate must be remitted to and acknowledged by the National Office. MRF's will be submitted by the chapter on behalf of qualifying members
- Section 4** The National Office shall issue certificates at the time of the initiation for qualifying members. Students must attend the initiation ceremony at the local chapter to become members.
- Section 5** Any member of one chapter may become affiliated with another chapter by completion and presentation of a Membership Transfer Certificate.
- Section 6** Chapter Member Discipline
 - (a) Active members who fail to maintain the required attendance at meetings for a semester will be placed on probation. Continued absence for a second semester may result in expulsion of the member from **(Your Chapter Name)** by three-fourths vote of the Executive Board.

- (b) Active members who fail to maintain the required involvement in chapter activities for a semester will be placed on probation. Continued lack of participation for a second semester may result in expulsion of the member from **(Your Chapter Name)** by three-fourths vote of the Executive Board. [\(Note: A Chapter cannot revoke National Membership Status\).](#)
- (c) Any member may be removed by a three-fourths vote of the Executive Board and approval by the National Board. Such members shall retain their lifetime national membership.

ARTICLE III – CHAPTER OFFICERS

Section 1

The officers of the chapter shall be President, Vice President, Secretary, Treasurer, Historian, Scalpel Reporter, and Chapter Advisor.

All officers must be registered National members of AED.

The Scalpel Reporter position may be combined with another elected position if desired.

All officers shall be elected by the active registered National membership at a designated business meeting during the spring semester.

Chapter Advisors are not elected.

[Note: The Chapter may elect additional officers as defined by their By-Laws for description/duties, in which case those will be added here.](#)

Section 2

Removal of Officers

- (a) Any officer may be removed by a three-fourths vote of the active, registered National membership, except the Chapter Advisors.
- (b) A vacancy left in any position will be filled by an immediate election following the guidelines for election of officers (Section 1).

ARTICLE IV – CHAPTER GOVERNANCE

- Section 1** The Chapter shall be governed by this Constitution and a set of By-laws, which will abide by the Constitution of the Society and contain no laws in contravention of the By-Laws of the National Society.
- Section 2** The Charter of this Chapter may be revoked by a two-thirds majority vote of the National Officers.
- Chapters that do not discharge responsibilities as defined by the Constitution and By-Laws of the Society may be placed on probation. Upon resolution of the problems, probation will be rescinded.
- The National Officers may declare inactive any Chapter that has held no election, initiation of new members, nor reported such initiations to the National Office for a period of three years.
- Section 3** **State and Greek Name** as required by the National Constitution and By-Laws, shall submit reports in a prescribed format to the National Office as follows.
- (a) All Chapters: An Annual Report that includes a statement of finances, the exact number of persons initiated, a list of chapter activities, and signed by the Chapter Advisor shall be submitted to the National Office no later than October 1 of each year.
 - (b) Chapters Attending the Biennial Convention: A Biennial Report that includes a statement of finances, the exact number of persons initiated, a list of chapter activities for the previous two years, and signed by the Chapter Advisor shall be submitted to the National Office at least 30 days prior to the convention start date. This comprehensive report will be used to determine chapter activity awards for the most active chapters.
- Section 4** Upon dissolution of this Chapter for any reason whatsoever, after the discharge of its debts and settlements of its affairs, all assets and property of the chapter shall be conveyed to the Society for use in the promotion of the objectives of the Society.

ARTICLE V – AMENDMENTS

- Section 1** This constitution may be amended by a three-fourths majority vote of the active registered National Members present at a designated meeting for an amended document. Any amendments shall be in compliance with Article IV, Section 1, and may not conflict with the National Constitution and By-laws. A copy of the updated constitution shall be forwarded to the National Office.

Name of College of University (Proposed) By-Laws

Remember that these By-Laws are a sample and that your chapter may have fewer or more regulations than stated here. However, the by-laws must meet the requirements of the National Constitution.

Prologue

As a Chartered Honor Society of **Name of College or University**, this organization is bound by the requirements and principles of its Charter and the Student Government Association Constitution. These By-laws are intended to inform the membership and any others of the rules and procedures by which this Honor Society operates and are binding upon all members and officers.

Mission Statement

The mission of **Name of State and Greek name**, chapter of Alpha Epsilon Delta, is to encourage and recognize excellence in scholarship within health sciences, to stimulate an appreciation of the importance of health science education, to promote communication between health science students, educators and professionals, to provide service to the community in area healthcare settings, to provide a forum for students with common interests, to uphold and exemplify **Name of College or University** to the community, and to be recognized by Alpha Epsilon Delta, a National Society, as a local chapter.

CHAPTER ONE

Membership Rights and Responsibilities

By-Law 1.1:

National members of the **State and Greek Name**, Chapter of Alpha Epsilon Delta shall be required to commit themselves for one academic year to Honor Society activities and to abide by the decisions and directives of the Society. Members will recommit themselves every academic year.

By-Law 1.2:

Each registered National active member shall have one vote during meetings on questions presented and for each of the several offices. One-third of the total active membership must be present for a vote to be taken. Active members do not include members on probation or affiliate members per Article II, Section 2.

By-Law 1.3:

- (a) The requirements for active members of **State and Greek Name** of Alpha Epsilon Delta shall be as stated in Article II, Section 2 of the Chapter Constitution.
- (b) Per the Chapter Constitution Article II, Sections 3 and 4, members shall submit a completed Membership Record Form (MRF) and national membership fee to the chapter. The chapter will submit all MRFs and fees to the National Office for registration processing.
- (c) The National Office shall set national lifetime membership fees. The local Executive Board shall set local annual dues.
- (d) No member shall be denied the right of participation in official activities on the basis of financial status. Members who are unable to meet the financial obligations of the organization may meet with the Treasurer in order to discuss a payment or waiver plan, in which the chapter may cover all or part of the national dues. The executive Board shall approve all waivers.

- (e) Attendance at meetings is required of active members. Those students attending fewer than **75%** of scheduled meetings shall be considered inactive the first semester and can be put on probation if they do not attend more than **75%** of scheduled meetings the following semester. Chapters must designate a minimum percentage of meetings to attend, but the actual percentage is at the chapter's discretion.
- (f) Active members shall participate in at least **ten** service hours per semester. Chapters must designate a minimum number of service hours per semester, but the actual number of hours is at the chapter's discretion.
- (g) Activities to be counted as service hours will be deemed acceptable or not by the Executive Board members. [List here if desired.](#)
- (h) Attendance at the annual initiation of new members is expected of all active members. The date of the initiation ceremony will be the official Initiation Date for MRFs.

By-Law 1:4:

Individuals invited to be Honorary members shall pay a national membership registration fee set by the National Office and chapter dues set by the chapter Executive Board, which may be paid on their behalf by the chapter with an appropriate resolution and vote, per Chapter Constitution, Article II, Section 1.

By-Law 1:5:

Failure to abide by any of the Chapter By-laws may result in sanctions imposed by the Executive Board.

CHAPTER TWO**Officer Rights and Responsibilities****By-Law 2.1:**

Any student who is a registered National member of the chapter (or will be by the time an officer position begins) and has shown a strong commitment to the activities of the chapter, may seek office and hold office if elected by a majority vote of the registered National members at a regular meeting of the Chapter at which **three-fourths** of the members are present. [\(Chapters may decrease this to "a simple majority" or "two-thirds" if desired\).](#)

By-Law 2.2:

Each office shall have a term of one year beginning with the start of the autumn semester immediately following the spring semester in which they were elected. Newly elected officers will work with the current officers to assure a smooth transition.

By-Law 2:3:

There shall be a President who is elected from and by the active membership to serve as the chief executive officer and represent the Chapter on and off campus. The President will serve as a mentor for other officers and is responsible for the following:

- (a) Presiding over meetings.
- (b) Calling meetings when necessary and as prescribed in the Constitution.
- (c) Ensuring that the chapter Constitution and By-laws align with the National Constitution and By-laws.
- (d) Overseeing the election and initiation of new members, including honorary members.
- (e) Initiating, developing, and/or oversight of chapter programs and activities.
- (f) Appointing committees and chairpersons to carry out Chapter functions.

- (g) Ensuring that Chapter officers and committees perform their duties in a satisfactory manner.
- (h) Oversight of the election and induction of new officers.
- (i) Exercising executive privilege if and when appropriate. Executive privilege includes enacting policy or taking action in the name of the chapter, but only if not in violation of the National Constitution or By-Laws. Any such executive action must be immediately communicated to the entire Executive Board. Executive privilege can be overruled by a three-fourth's majority of the Executive Board.

In the event of a vacancy in the office of President, the Vice President will serve as acting President until the membership convenes and elects a new President.

By-Law 2.4:

There shall be a Vice President who will be elected from and by the active membership and is responsible for Chapter functions including the following:

- (a) Functions in the absence of the President.
- (b) Keeping the organization registered with the University office that oversees student organizations.
- (c) Handling Chapter publicity including preparation of posters and notices for meetings, Chapter activities and news releases.
- (d) Cooperating with the Historian to maintain the Chapter Scrapbook and/or other archival material as a record of activities.
- (e) Optional: Producing a Chapter Newsletter for distribution to the members, alumni, National Officers, and Regional Director.
- (f) Serving as the individual whom the President can delegate to function in special circumstances, i.e., formulate ad hoc committees, coordinate special projects, etc.
- (g) Distributing the Scalpel and any other documents for Chapter files and circulation among members.
- (h) **Optional: Procuring and presenting a thank you card or gift as appropriate for guest speakers.**

By-Law 2.5:

There shall be a Secretary who will be elected from and by the active membership and will be responsible for all chapter and membership records, including the following:

- (a) Taking and maintaining official minutes of all Chapter meetings.
- (b) Maintaining the permanent Chapter Roll book containing the signature, home address, and telephone number of each member.
- (c) Checking the AED National website for important information/updates and informs the chapter.
- (d) Maintaining copies of current AED forms located on the AED website.
- (e) Signing the completed AED Membership Record Form (MRF - encouraging new members to fill out the online MRF and print the form to submit) for all new active student and honorary members, coordinating the completion and verification of MRFs with the Chapter Advisor, and forwarding the verified MRFs along with a check for the total membership fees from the Chapter Treasurer to the AED National Office, keeping copies.
- (f) Maintaining a Chapter file with **Name of College or University**, Prehealth Office of all membership records including: copies of completed/signed MRFs, including those that do not qualify, and the list of national membership numbers (Batch Report is sent to the Chapter Advisor along with the new membership packets for newly registered inductees) from the National Office.
- (g) Distributing membership materials to new members registered with the National Office during or after the initiation ceremony. If certificates for initiates registered by the AED National Office arrive after the termination of the school year, the chapter will make all possible attempts to contact the student and send their membership packet to the permanent address listed on the AED Membership Record Form, unless provided with an updated address. If unable to make contact, will keep them with

chapter records.

- (h) Maintaining contact and correspondence with AED National Office and Regional Director including keeping the names and addresses of the Chapter officers up to date, including submission of the Chapter Annual Report to the National Office.

By-Law 2.6:

There shall be a Treasurer who will be elected from and by the active membership and will have the responsibility of conducting the Chapter's financial business, including the following:

- (a) Maintaining an accurate account of all financial transactions for the permanent records of the Chapter using Financial Record Book, collecting all membership fees and Chapter dues, and paying all expenses. All chapter financial records must be kept in a secure location with the Chapter Advisor. The financial records should be audited at the end of the Treasurer's term of office by a committee or by the Chapter Advisor.
- (b) Completing the financial portion of the AED Annual Report and ensuring submission every calendar year (covering previous school year) to the AED National Office by October 1.
- (c) Completing the financial section of the Biennial Report of Chapter Activities, due to the National Office in early spring of every Convention year.
- (d) Providing the Secretary with a check covering the total membership fees due for all initiates (new members) for submission to the AED National Office.
- (e) Clearing signatures and title of Chapter account with University officials as soon as elected and installed, so that checks can be processed without delay.
- (f) Ensuring adherence to the University's financial policies and guidelines for student organizations.

By-Law 2.7:

There will be a Historian who will be elected from and by the active membership, who is the person responsible for informing present and future members of the past, including the following:

- (a) Preparing a summary of Chapter activities and programs for the year as a basis for the Biennial Chapter Report. The BC Report is due to the National Office in early spring before each National Convention (as required by the National Constitution, Article VII, Section 7).
- (b) Collaborating with the Vice President in the maintenance of the Chapter Scrapbook and other historical Chapter records. Major historical items, including early Chapter Minute Books, Roll Books, etc., should be maintained in the **Name of College or University** Prehealth Office so that future members can address them via the Chapter Advisor.
- (c) Ensuring that the Chapter's Charter is maintained and displayed in a prominent, but secure location.
- (d) Assisting the Scalpel Reporter as necessary with the reports submitted for the "Chapter Pride Roll" of the Scalpel.

By-Law 2.8:

There shall be a Scalpel Reporter who will be elected from and by the active membership and is responsible for the Chapter functions including the following:

- (a) Sending reports for the "Chapter Pride Roll" section of the Scalpel electronically (as Word attachments) or by hard copy to the National Office for publication, including relevant pictures.
- (b) Checking the National AED website for deadlines and specifications.

By-Law 2.9:

State and Greek Name, Chapter of Alpha Epsilon Delta, must function under the guidance of a Chapter Advisor/s who shall be a registered National member/s and who can verify a member's qualifications. One

Chapter Advisor must be designated as the “primary” contact. The Advisor should be an individual actively interested in the challenges and activities of preprofessional health students. The duties of the Chapter Advisor include:

- (a) Promoting the general welfare of the chapter, adhering to the Chapter’s Constitution and By-laws, and advancing the ideals of the Society.
- (b) Providing guidance, counsel and encouragement to officers and members.
- (c) Ensuring that candidates selected for membership meet the requirements of both the National and Chapter Constitution and By-laws.
- (d) Verifying the membership credentials of each member by signing the chapter verification statement on each AED Membership Record Form (MRF) submitted to the National Office for processing.
- (e) Assisting with and verifying submission of the Annual Report and the Biennial Report of Chapter Activities submitted prior to each convention.
- (f) Assisting the officers and members in the selection of appropriate leaders in the educational and health professions as honorary members.
- (g) Encouraging the selection of capable leadership to ensure continuity of the chapter and maintenance of an effective program of activities of interest and benefit to the members and other interested students on campus.
- (h) Maintaining permanent chapter records in a secure location.
- (i) Keeping the National Office informed of any contact information changes. This is reported to the IRS as a requirement of the Society.

Alpha Epsilon Delta is a 501(c)(3) non-profit educational organization exempt from Federal Income Tax. This tax exempt status extends to each chapter as a subordinate of the Society. This status carries with it a responsibility to file the appropriate tax return with the Internal Revenue Service each year on the 15th day of the 5th Month after the end of the chapter’s fiscal year. The Chapter Advisor shall ensure that the chapter files the form (Form 990, Form 990n, or other appropriate form) on time. The Chapter recognizes that the Internal Revenue Service can rescind the subordinate’s (chapter’s) tax exempt status for failure to file the tax return.

By-Law 2.12:

The Executive Board shall be composed of the officers and the chapter advisor.

CHAPTER THREE

Rules and Budget

By-Law 3.1:

Budget requests and allocations will be made by the membership with approval of the Advisor.

By-Law 3.2:

The Chapter will adhere to all fiscal policies of the Student Government Association and the University.

By-Law 3.3:

If a vote of the membership results in a tie, it shall be decided by the President.

By-Law 3.4:

The membership shall have the right to override a decision of the President or remove an officer with a two-thirds majority vote of active members present in any scheduled meeting with a minimum of three-fourths of members present.

By-Law 3.5:

Committees shall be formed and their chairpersons appointed by the President.

By-Law 3.6:

By-laws may be added or amended by the affirmative vote of two-thirds of the active members present at a regular meeting. Proposed additions or amendments must be presented to the membership at least one meeting prior to the vote. Additions and amendments approved by the membership must be reported to the Student Government Association and shall comply with Chapter Constitution Article IV, Section 4, and a final copy forwarded to the National Office.